

City of Reno
PLANNING GUIDE
TO APPLY FOR A SPECIAL ACTIVITY OR SPECIAL EVENT PERMIT

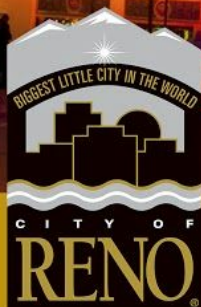


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APPLYING FOR A SPECIAL ACTIVITY OR EVENT PERMIT

The City of Reno is a city that celebrates and supports special events. We believe that events enhance the vitality, quality of life, and economic prosperity of the City of Reno.

The following information has been developed as a guide for you through the Special Activity and Event Permit Process and to provide you with the guidelines and requirements associated with special event management in the City of Reno.

As you read through the Planning Guide and complete the Special Activity or Event Permit Application, please be aware that these documents have been developed to address a wide span of event types and elements. You need only provide information to us about the elements of event planning that relate to your particular special event or activity.

To obtain a Special Activity/Event permit application form, download at Reno.Gov/SpecialEvents.

TYPE OF EVENTS

SPECIAL ACTIVITY – *Held entirely on Private Property*

- An indoor/outdoor activity or unlicensed business activity on private property.
- A special activity permit is needed when you use private property for something other than what it was originally approved for such as setting up tents in a parking lot - the parking lot was originally permitted for parking not for tents. Or when you are conducting privileged sales or outside unpermitted vendor sales on your private property such as hosting an outside artist in your business along with music and alcohol when the artist does not have a City of Reno business licence or you do not have a cabaret or alcohol license.
- Examples - a trade show, craft show or fair, off-site public sale or various charitable activities.
- Defined in Reno Municipal Code (RMC) sec. 5.13.010.

SPECIAL EVENT – *Held on Public Street/Sidewalk Occupancy or City of Reno Parks*

- An organized formation, parade, procession or assembly consisting of seventy-five (75) or more persons, and which may include animals, vehicles or any combination thereof, which is to assemble or travel in unison on any street which does not comply with normal or usual traffic regulations or controls.



- Any other organized activity conducted by a person for a common or collective use, purpose or benefit which involves the use of, or has an impact on, other public property (streets, street closures) or facilities and the provision of City public safety services in response thereto.
- Examples - a concert, parade, circus, fair, festival, community event or mass participation sport (such as marathons, running events and bicycle races and tours).
- Defined in RMC sec. 5.13.010.

APPLICATIONS DESIGNED TO ASSIST EVENT ORGANIZERS

The Citywide Special Event Permit Application has been designed to assist event organizers and serve as a guideline for the development of event plans that comply with local, state, and federal codes, laws, policies and regulations governing activities associated with the production and management of special events.

As an event organizer, it is your responsibility to assess the venue, environment, anticipated attendees, and event components of your proposed event in order to develop and implement management strategies that ensure the safety of your guests, citizens, and the surrounding environment affected by your event.

By applying for a special event permit, you and your representatives agree to the following: 1) to have the sole responsibility at all times during the event; 2) to be knowledgeable about, fully understand, and to meet or exceed all local, state and federal codes, laws, policies, and regulations associated with the proposed event and its related activities which include, but not limited to the provisions of the City of Reno Municipal Code, Special Event Permit Application, Special Event Planning Guide, other city documents, permits, requirements and/or correspondence. You and your representatives also agree to accept the venue as-is condition, inspect all areas within the event venue and immediately surrounding areas for hazards and take any reasonably necessary actions to protect event participants and attendees until corrective/remedial measures are implemented.



APPLICATION DEADLINES

NOTE AND FOLLOW REQUIRED SUBMISSION DEADLINES FOR YOUR EVENT

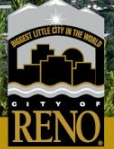
Failure to meet the following deadlines will result in late fees and may result in denial, suspension or revocation of your permit. Deadlines listed in RMC sec. 5.13.090.

SPECIAL ACTIVITY - *Private Property*

- 90 calendar days prior to activity:
 - Completed application, including any applicable attachments, due for Activities that will involve alcohol (beer/wine/spirits) sales or service or the sale of privileged items and vendor *does not have* a current City of Reno Privileged License
- 30 calendar days prior to activity:
 - Completed application, including all applicable attachments, due for Activities that will involve alcohol (beer/wine/spirits) sales or service or the sale of privileged items and vendor *has* a current City of Reno Privileged License
- 15 calendar days prior to activity:
 - Completed application, including any applicable attachments, due for Activities that do not have alcohol sales or service associated with it
 - Complete list of vendors/booths/exhibitors due to City of Reno Business License office
 - Temporary Business License Fees for vendors/exhibitors due

SPECIAL EVENT - *Street/Sidewalk Occupancy or City of Reno Parks*

- 90 calendar days prior to event:
 - Special Event Permit Application and all applicable attachments submitted to City of Reno if requesting street closure/restriction or sidewalk occupancy, including initial site plan OR if the event will be held in a city park and alcohol will be present.
 - Special Event Alcohol Permit application complete.
 - Park reservation made.
 - Application fee paid in full.
- 60 calendar days prior to permit:
 - Special Event Permit Application submitted to City of Reno if the event will be held in a city park and no alcohol will be present.
 - Application fee paid in full.



- 30 calendar days prior to event:
 - Impacted Neighbor Notification Signature Sheet completed and submitted to City of Reno for all events involving street closure (including lane restrictions) and/or sidewalk occupancy.
 - Certificate of insurance naming City of Reno as Additional Insured submitted to City of Reno.
 - Event details submitted to area medical centers.
 - Food and beverage permit applications submitted to Washoe County Health Department.
 - Park reservation and event fees paid in full if requesting use of a park.
 - Special Activity Alcohol Permit fee(s) paid in full.
 - Venue layout/site plan reviewed and approved by Parks, Recreation and Community Services Department if event is requesting use of a park.
- 15 calendar days prior to event:
 - Final site plan submitted to Reno Fire Department, copy to Special Events Program Manager and/or Recreation Supervisor.
 - Complete list of vendors and exhibitors due to City of Reno Business License office.
 - Estimated Special Event Permit Fee for City of Reno services paid in full.
 - Event Business License fee paid in full.
 - Temporary Business License fees for vendors and exhibitors paid in full.
 - Permit sign-off sheet must be signed by all reviewing departments.
- 45 calendar days after event:
 - Any difference between estimated Special Event Permit fee for City of Reno services and actual cost for City of Reno services paid in full.
- 60 calendar days after event:
 - Event must be reviewed at respective committees by event organizer and committee members.

APPROVAL PROCESS

- All Special Events must be reviewed by their respective committees prior to final approvals.
- Application will be reviewed by all necessary departments prior to approval/permit being issued.

COMPLETE REQUIRED APPLICATIONS AND ATTACHMENTS AND SUBMIT THEM TO THE APPROPRIATE OFFICE WITH PAYMENT **Incomplete Applications Will Not Be Accepted



STAFF CONTACT INFORMATION

Special Activity Permit – Private Property

Business License Office (businesslic@reno.gov)

1 E First St, 2nd Floor, Reno, NV 89501

PO Box 1900, Reno, NV 89505

(775) 334-2090 Office | (775) 334-1212 Fax

8:00 a.m. – 5:00 p.m. | Monday thru Friday

Special Event Permit – Parks

Alan Roney, Recreation Supervisor (roneya@reno.gov)

1 E First St, #1108, Reno, NV 89505

(775) 334-2414 Office | (775) 334-2449 Fax

Special Event Permit – Street/Sidewalk Occupancy

Alexis Hill, Special Events Program Manager (hilla@reno.gov)

1 E First St, #1108, Reno, NV 89501

PO Box 1900, Reno, NV 89505

(775) 326-6697 Office | (775) 334-2097 Fax



APPLICATION FEES

The following fees have been approved by the City of Reno City Council and apply to Special Activity and Event Permit Applications:

- \$103/\$258 for applications received by the required deadline prior to an event. Applications must be substantially complete.
- 10% late fee in addition to the \$103/\$258 application fee for permit applications received late.
- \$111 Fire Inspection fee.
- Application fees and lates fees are non-refundable.

A substantially complete special event permit application means a permit application where all sections of the permit application have been completed as they relate to the particular event and its event components and includes sufficient detail that the information can be understood and assessed by the reviewing City department or agency. All supporting attachments shall be included that relate to the particular event and its event components.

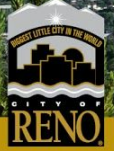
The special event permit application fee partially offsets the cost of reviewing your permit application and coordinating the event review process. Payment of the application fee does not guarantee that your special event permit application is complete nor does it guarantee that any or all aspects of the application will be approved. Your willingness to pay a late fee does not guarantee that the City of Reno will be able to process your permit application due to time or staffing constraints.

OTHER COSTS AND FEES

In addition to the permit application fee, you may be assessed other city permit fees, department rates and fees, costs and fees associated with personnel or resources provided to your event by a city department, program or division.

Examples of City Services Costs are below:

- Equipment, materials and personnel for street closures
- Personnel costs for events requiring a Reno Police Presence
- Park rental and personnel costs for Park Staff - events in parks require special event staff whose responsibilities are to remove trash at regular intervals and ensure that the rules of the City and Special Event Permit are followed.



Event Organizers cannot get a quote from the City for their City Service costs prior to submitting a permit. The Special Events Department can however look at past similar events and give the Event Organizer an idea of their costs based on those actual costs.

The City may also impose fines for the cost to repair and/or restore any public property damaged by an event receiving benefits under the provisions of the Special Events Ordinance.

RESERVING EVENT VENUE SPACE

If your event will take place on property other than, or in addition to, city streets and public right-of-ways, you are required to secure use of your desired venue prior to submitting your Special Event Permit Application. Your Special Event Permit Application is not complete without a Park Reservation and Attachment G if a park is requested for your event.



SPECIAL EVENTS CALENDAR

The Office of Special Events maintains the City of Reno Calendar of Special Events that details community events scheduled to take place on public property. Information contained in your permit application may be used in developing the Calendar of Special Events. The calendar can be accessed at [Reno.gov/get-involved/city-of-reno-calendar](https://reno.gov/get-involved/city-of-reno-calendar).

Events are added to the calendar from permit applications as they are received. The listing of a special event on the calendar does not guarantee that a permit will be issued. Because the application submission time requirement is as few as ninety (90) days prior to an event, some special events may not be listed until the month in which they are scheduled to occur. If you cannot find information about an event in the current year, review the events that occurred during the prior year. Most events held in one year will repeat again, usually within the same time frame and sponsored by the same organization.

The calendar is not intended as a promotional vehicle for private events or for events held on private or commercial property, even though the event may be sponsored by a non-profit organization and open to the public. The City of Reno reserves the right to determine the events and content included in the Calendar of Events.

When determining a date for your event please utilize the online calendar and work with the Special Events Office to ensure that your venue is available.

PREMIUM EVENT DATES AND TIMES

Due to the demand for City of Reno resources and staff, certain dates have been allocated as premium event dates. All applications for activities or events that occur during these dates are subject to additional reviews, conditions and may not be approved because of lack of City of Reno staffing or equipment to accommodate additional needs. The dates are New Year's Eve, St. Patrick's Day, the third week and weekend of June, July 4, the first week and weekend of August, the first and last weeks and weekends of September and the second Saturday in December.

The City of Reno also has many events who have the first right of refusal on many weekends and locations during the year. For more information on this policy please download it at:

[Reno.Gov/SpecialEvents](https://reno.gov/SpecialEvents).



CITY OF RENO BUSINESS LICENSES, WASHOE COUNTY HEALTH PERMITS AND STATE OF NEVADA TAXES

The City of Reno Municipal Code states that no person shall engage in business in City limits without obtaining a Business License. If the event organizer has vendors at their event, the event organizer must ensure that they have a City of Reno Business License or obtain a \$15 temporary business license for the event. However, the creation, display, offer and sale of First Amendment protected “expressive merchandise,” as defined in Reno Municipal Code sec. 5.14.010, in parks, sidewalks and other public fora, is exempted from the business license requirement and exempted from the temporary business license for the event. RMC sec. 4.04.020.

A vendor is any business, enterprise, trade, occupation, calling, profession, vocation, or activity engaged in, conducted or carried on by any person, his agent or employee for the purpose of direct or indirect gain, benefit or advantage within the city. This includes, but is not limited to the sale of goods, services, food and beverages or the disbursement of flyers, samples or other advertising materials.

It is the Event/Activity Organizer’s responsibility to:

- Collect and submit all State or other entity-required, taxes and fees. Information on this requirement can be found at:
<http://tax.nv.gov/uploadedFiles/taxnv.gov/Content/Forms/One%20Time%20Instructions.pdf>.
- Ensure all vendors and exhibitors have a valid annual City of Reno business license, OR
- Pay for temporary licensing fees for unlicensed vendors and exhibitors.

FINAL PERMIT

The final permit issued by the City of Reno is valid only for the venue area(s) and event activities, including set-up and dismantle, that is depicted on your site plan and as described in the Special Activity/Event Permit Application and any attachment and/or amendments made to the application during the review process. The City of Reno may place conditions or not approve all venue areas and/or activities requested in the permit application. Failure to comply with the terms and conditions of the permit, additional requirements of the City of Reno, or requirements established in the Special Event Planning Guide may result in the immediate cancellation of the event, denial of future special event permit applications or the requirement of a cash deposit or surety bond.



SPECIAL ACTIVITY/EVENT PERMIT PROCESS

The Special Event Permit Process is managed by the Office of Special Events and supported by the Special Events Team.

The team is comprised of representatives from city departments, divisions, and programs, along with other public agencies that may be affected by or have regulatory authority related to elements found in your event. The Special Events Process provides a coordinated approach to the planning, review, and on-site management of your event. The permit process begins when you submit your permit application to the Office of Special Events. All attachments and supporting documentation should be submitted with the original application. Acceptance of your permit application or the initiation of the review process does not deem your permit application to be complete, nor should submission of a permit application be construed as final approval of your request. Throughout the permit review process, you may clarify your permit application by providing information or documents requested by a member of the Special Events Team. At the sole discretion of the City of Reno, you may be authorized to submit written amendments to your initial permit application due to unique or changing circumstances related to the event. Amendments to your Special Activity permit application must be submitted to the Business License Office, amendments to your Special Event application must be submitted to the Office of Special Events. Delays in providing additional required information may affect the ability to finish reviewing your permit application in a timely manner or result in the determination that your permit application is incomplete and cannot be acted upon. The City of Reno will do its best to keep you apprised of any issues regarding your permit application throughout the review process. In most instances, Special Activity/Event Permits are issued only a few days in advance of the event date due to the many changing components of an event.

MEETING WITH THE SPECIAL EVENTS TEAM

The Special Events Team holds special events committee meetings the second Tuesday of every month with event organizers for the purposes of pre-event coordination, post-event evaluation, and discussion of special needs or issues unique to an event or community. Special events committee meetings also provide event organizers with feedback regarding proposed new events. These meetings are required with in-person attendance by an event representative to obtain a special event permit.



TOPICS OF DISCUSSION AT MEETING

As the event organizer, you will present your event plans or issues to be discussed to the Special Events Team. Meetings are managed in a roundtable discussion format, and are open meetings to the public. If the topic of discussion involves information contained in an application already on file with the Office of Special Events, copies of it will be distributed to meeting attendees prior to the meeting. If material has not been provided to the Office of Special Events prior to the meeting, bring fifteen (15) hard copies of each permit application, map, or plan to be discussed. Following are common topics of discussion at production meetings:

- Venue Design
- Type of Event
- Event Components (such as music and other activities)
- Set-up and Dismantle Plan
- VIP/Dignitary Presence
- Alcohol Management
- Security Responsibilities
- Stormwater Management
- Recycling/Trash Plans
- Insurance Requirements
- Traffic Management Plan
- Americans with Disabilities (ADA) Compliance
- Community Support/Issues
- Illegal Vendors
- Additional Required Permits/Approvals
- Cost Reduction Strategies

MEETING ATTENDEES

Representatives from the event organization or other individuals authorized to make operational and financial commitments regarding the event on behalf of the event organizer must attend the meeting with the Special Events Team. Host Event organizers are encouraged to invite the professional service providers contracted to provide support services for the event in areas such as:

- Private Security
- Production Services
- Medical Support
- Trash/Recycling
- Storm Water
- Food Concessions
- Vendor Coordination
- Parking/Transportation Services
- Community Relations



SPECIAL ACTIVITY/EVENT RELATED PERMITS

There are a number of different special event related permits that may be issued independent of a Special Activity/Event Permit or may be required in conjunction with a Special Activity/Event Permit. The proposed event venue, activities, components, attendance, and unique circumstances of the event are contributing factors to the final determination of the required permit types. Following is a summary of the most common permit types you may be required to obtain if you are planning a special event or an activity associated with a special event:

AMPLIFIED SOUND/MULTIMEDIA (*Attachment 'A'*)

- Multimedia consists of movies, slides, music, and lighting in combination for the purpose of education or entertainment. It is the policy of the City of Reno to allow amplified sound/multimedia between the hours of 8:00 a.m. and 10:00 p.m or after a park closing hour, whichever occurs first. The decibel range will be no louder than 75 decibels at the outermost boundaries of the event. The decibels can be tested by a promoter with an application on a smartphone and Park staff will take official decibel readings during the event.

CLOSURE OF A STREET AND/OR OCCUPANCY OF A PUBLIC SIDEWALK (*Attachment 'B'*)

- Occupancy of a sidewalk means any setup or other use of a public sidewalk that would alter the normal pedestrian flow along the sidewalk. A minimum five-foot walkway must be maintained on sidewalks at all times. If a public sidewalk is less than five feet wide it is not eligible for occupancy by an event.

ALCOHOL SERVICE (*Attachment 'C'*)

- If you do not already hold a current City of Reno liquor license, you must first obtain a Special Event/Activity Alcohol Permit. An application must be completed 90 days prior to your event as it requires approval by the Reno Police Department.
- If you do already hold a current City of Reno liquor license, you must obtain a permit for any additional bars or points of service. An application must be completed 30 days prior to your event.
- Preliminary alcohol vendor(s) must be listed on vendor list at time of application in order for application to be considered complete.
- If you do not apply for alcohol service and alcohol is present at your event, be aware that additional fees will be due and/or your event may be shut down.



VENDORS/EXHIBITORS (*Attachment 'D'*)

- Vendors at events must have explicit permission from the event organizer including agreeing to the organizer's standards and requirements and possibly paying fees to the event organizer. Vendors must contact the event organizer directly to participate as a vendor at an event.
- Each person engaged in business activity within the City of Reno is required to have a City Business License. Vendors without the necessary licenses and permits will not be allowed to participate in the event and will be subject to enforcement action and penalties. Temporary Special Event Business Licenses are available for special event vendors at a cost of \$15.00 per vendor, per event. Event organizers are responsible for ensuring all vendors at their event have either an annual City Business License or a Temporary Special Event Business License.
- Vendors or promoters should check with the State of Nevada Department of Taxation at 866-962-3707 prior to your event to verify if any sales tax permits are required.

PRIVILEGED SALES (*Attachment 'E'*)

- Any business that is included in Title 5 of Reno Municipal Code is considered privileged and additional requirements may apply accordingly.

PARK USAGE (*Attachment 'G'*)

- You must reserve the park prior to applying for a Special Event Permit. Contact Alan Roney at (775) 334-2414 for additional information.
- Wingfield Park rental can include, based on availability, the usage of 30 "steelcade" barricades free of charge.

BUILDING PERMIT (*City of Reno Building Department*)

- If your event includes the introduction of portable structures, prefabricated structures or site-built structures such as bleachers, elevated platforms, temporary pedestrian bridges, tent structures, etc. you will be required to obtain a building permit from the City of Reno Building Department.



TENT, CANOPY AND MEMBRANE STRUCTURE PERMIT *(Attachment 'F')*

- All tent and membrane structures having an area in excess of 200 square feet must be approved and reviewed by the City of Reno Fire Prevention Department in compliance with the International Fire Code as amended by the State of Nevada and City of Reno.
- As part of the permit requirements, onsite stand-by and inspection services may be required due to the size, complexity and/or unique safety issues regarding the activities associated with the proposed event.

FIREWORK/PYROTECHNIC PERMIT *(Attachment 'F')*

- All activities associated with the use of pyrotechnics and open flames must be reviewed and approved by the City of Reno Fire Prevention Department in compliance with the International Fire Code as amended by the State of Nevada and City of Reno. Examples of activities in this category include outdoor fireworks, lasers, model rocket launches, open flame activities such as fire walking and special effects using pyrotechnical devices.
- As part of the permit requirements, onsite stand-by and inspection services may be required due to the size, complexity and/or unique safety issues regarding the activities associated with the proposed event.

FOOD/BEVERAGE HEALTH PERMITS *(Washoe County Health Department)*

- Ensure that all food and/or beverage vendors obtain and display special food vending permits from the Washoe County Health Department. Food permit applications can be obtained from the Washoe County Health Department, Environmental Services. More information on food vending permits may be obtained at:

<https://www.washoecounty.us/repository/files/4/Application-for-Temporary-Food-Permit-June-2012.pdf>



EVENT ORGANIZER RESPONSIBILITIES

The Host Organization is legally and financially responsible for the overall organization, management, and implementation of an event and its related activities. Following is a summary of the requirements for promoting an event in the City of Reno.

EVENT INFRASTRUCTURE

The first stage of event operational planning involves establishing the event infrastructure requirements. These requirements could be for an indoor or outdoor venue. The first step is to coordinate with relevant authorities at the commencement of the event planning to ensure regulatory requirements are integrated into the planning process. The information below should assist with your planning process.

RESTROOMS AND SINKS

This section of the permit application is intended to gain information regarding the number and types of restrooms and hand-sanitizing/sink facilities you plan to provide to support your event needs.

RESTROOMS

It is recommended to have one (1) chemical or portable toilet for every 250 people. The number of portable toilets can be determined based on your estimated peak time attendance. You must provide portable restroom facilities at your event, unless you can substantiate the sufficient availability of both accessible and non-accessible facilities in the immediate area of the event site that will be available to the public during your event.

RESTROOM ACCESSIBILITY

Ten percent (10%) of restroom facilities must meet local, state, and federal accessibility requirements. No less than one (1) accessible restroom should be placed in each location designated for restrooms facilities and located on a level area not to exceed a 2% cross-slope in any direction. If a single restroom unit is placed in a location, it must be accessible. An accessible route to each portable restroom must be provided.

STORMWATER POLLUTION PREVENTION

Standard portable restrooms must be placed on a liner to prevent spills and run-off into the storm drain system. Accessible portable restrooms must use sandbags or other equivalent materials to prevent run-off from entering the storm drain system in lieu of a liner that might prevent accessibility. Spills must be immediately cleaned-up using proper spill containment and clean-up methods (see Stormwater Pollution Prevention section).



RECYCLING AND TRASH

This section of the permit application is intended to gather information regarding the waste reduction, recycling and trash plans you have developed for your event. There are a number of local and state laws regulating the proper management and disposal of waste generated at your event. As an event organizer, you are required to meet or exceed these laws and regulations. Failure to meet local and state recycling and waste reductions goals may result in fines. Events in parks require special event staff whose responsibilities are to remove trash and recycling at regular intervals and ensure that the rules of the City and Special Event Permit are followed. For this reason, events in Parks do not require a recycling or trash plan.

RECYCLING

The number of recyclable containers at special events must be equal to the number of trash containers (a 1:1 ratio). Recycling and trash containers must be placed next to each other in areas throughout the event venue. Each recyclable container must be clearly identified as a recycling receptacle and display a list of recyclable materials accepted. The Event Organizer can determine the types of recyclables to be collected as long as the recyclables include all aluminum and metal cans, glass (glass is prohibited on public property) and plastic bottles and jars, and all mixed paper and cardboard. The Host Organization must ensure that all recyclable materials picked up by Waste Management, the City's waste collection organization.

TRASH

You are required to develop and implement plans that ensure the proper disposal of waste and recyclables generated by your event and its attendees, including during set-up and dismantle time frames associated with your event. The city does not provide street sweeping services or additional recycling or trash containers for special events, so please plan accordingly. At the conclusion of your event, the event venue and surrounding areas must be cleaned and returned to a condition equal or better than the condition prior to the onset of your event activities. Events in parks require special event staff whose responsibilities are to remove trash at regular intervals and ensure that the rules of the City and Special Event Permit are followed.

Responsible management of waste means pre-planning methods to reduce waste before your event, as well as planning for recycling and waste generated at your event. It is essential to communicate the importance of the recycling/waste reduction program to everyone involved in the management of your event and to the people who attend or participate in your event. By developing guidelines for your event attendees, participants, vendors, and service providers, your event may generate less waste and save money on collection and disposal costs. Failure to perform adequate clean-up and/or repair damages to city property and facilities due to your event will result in the City of Reno providing the services and billing the Event Organizer at full cost recovery rates for clean-up and/or repair.



PLANNING PROCESS

The following information has been developed to help you in your planning process:

IDENTIFY WASTE REDUCTION OPPORTUNITIES

Identify waste reduction opportunities for your event. Ask your food vendors to serve small servings and use reusable cups for beverages. Require cooperation and coordination among all vendors, service providers, and organizers to ensure the successful separation and collection of materials at your event. Make sure there is adequate signage around the event and on the actual recycling and trash containers so all attendees are educated and know where to throw their materials.

IDENTIFY RECYCLABLES

Identify recyclable materials that are anticipated to be generated at your event. Determine the number and types of vendors or service providers who will be involved in the management of your event and the types of materials they will generate, either during event set-up, dismantle or through products/materials available to attendees that could result in disposal in the landfill.

EDUCATE VENDORS AND SERVICE PROVIDERS

Vendors and service providers play critical roles in the success of your event's waste management efforts. Develop a waste reduction and recycling policy that each vendor and service provider must sign acknowledging their agreement to comply with the program. Include expectations, such as how recyclables should be separated, if cardboard must be flattened, how wood pallets are collected, etc. You may want to require a deposit or to charge a waste management fee as part of booth rentals to cover the costs for recycling collection and trash disposal.

IDENTIFY COLLECTION STRATEGIES

You must provide one recycling container for every trash container at your event. Recycling containers for your event should be distinct from trash containers and be clearly labeled for recycling. Waste management, the City's waste collection organization, can also help you determine the number of containers necessary depending on the estimated attendance of your event.

With your help, we can work together to reduce the amount of waste disposed in Reno's local landfills.



TRAFFIC CONTROL AND BARRICADES

The City of Reno provides traffic control plans and equipment rentals to Event Organizers if they choose to use the service for a fee. The City of Reno will provide an estimate of these costs to the event organizer 30-days prior to the event.

Event organizers may also use private traffic control provider that is American Traffic Safety Service Association (ATSSA) certified as a Traffic Control Supervisor (TCS) certified. The traffic control plans must meet the Manual on Uniform Traffic Control Devices (MUTCD). MUTCD establishes the national guidelines for equipment used in the public right-of-way. Signage, safety equipment and traffic control devices you use to support your event should be in compliance with the MUTCD. In instances where a particular sign, safety equipment or traffic control device is not defined in the MUTCD, the principals of the MUTCD should be applied to the design of the sign, safety equipment or traffic control device. Private traffic control providers must provide the City of Reno with insurance from their insurance provider (as detailed in this manual in the Insurance section).

SECURITY

This section of the permit application has been developed to gain information about the security plan you intend to implement at your proposed event. As an event organizer, you must provide a safe and secure environment for your event. This is accomplished through sound pre-planning by anticipating potential problems and concerns related to the event activities and surrounding environment and by being prepared to react during the event to any unanticipated problems. The size, type, time of day and location of your event, as well as the overall activities proposed to take place in association with your event, are all areas that need to be analyzed in depth and addressed through your security plan.

Once your security plan has been submitted, the Reno Police Department will review the plan and has final authority to require a minimum number of licensed private security guards, volunteer and staff positions, as well as police officers and traffic controllers necessary to staff your proposed event. An on-site security plan review with the Reno Police Department may be required prior to approval.

ROLE OF THE EVENT ORGANIZER

The Event Organizer is responsible for the safety and security of the people and physical elements in and around your venue. Ensuring the safety of all those affected by your event includes implementing safety measures that address all aspects of your proposed event. These measures may involve hiring private licensed security and/or implementing other safety strategies ranging, but not limited to, lighting, music genre selection, alcohol management, traffic control and venue design, etc.



ROLE OF PRIVATE SECURITY

Private security is typically used at events to enforce the operations and management of a broad array of safety measures ranging from crowd control within and around the venue, VIP management, and parking lot enforcement, to identification checks, beer garden safety, money transfers, and/or any rules and regulations established by the Host Organization, etc. It is the responsibility of the Host Organization to contract with a licensed private security company and to ensure that the company has the ability to respond to the security needs of the event and surrounding environment. Private security officers have no police powers except the ability to perform a citizen's arrest. The Reno Police Department may require department staff to be present at your event to supplement your security plan and to provide additional presence at your event. These sworn officers are there to enforce laws. It is not the responsibility of police officers to provide the services that are the job of private security staff. If your special event impacts the community outside your venue, police services in addition to those needed to directly support your event may be required.

The City of Reno Police Department has final authority over your event safety requirements. If the number of licensed private security guards approved by the Police Department is not provided, and/or proves inadequate, the Reno Police Department maintains the right to shut down any or all components of your event and/or to provide additional police services that will be billed directly to the Event Organizer.

PRIVATE SECURITY COMPANY REQUIREMENTS

Most events require services of a professional security company licensed by the State of Nevada to help develop and manage an appropriate security plan. A representative of this company should work closely with you to review and analyze your proposed event. The security company representative should assist you in identifying points of concern and potential problems. The representative should help you make recommendations to rectify concerns and/or potential problems and recommend the number of licensed private security guards needed at your event.

The security company representative may also recommend the number of non-licensed volunteers and other staff that may be needed at your event. Should your event use private security as part of your safety plan, it is critical that you coordinate areas of responsibility with the Reno Police Department prior to the onset of your event. All security companies operating in the State of Nevada are required to have a work card that is issued through the State of Nevada Private Investigator's Licensing Board. This license allows the company to operate a security business and provide services to the public. A security officer employed by a security company is required to have a work card that is issued through the Private Investigator's Licensing Board. This work card allows the individual to work as a security officer and provide security services to the public.



SECURITY VOLUNTEERS

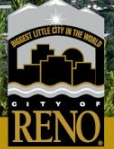
As part of your event security plan, the Reno Police Department may allow you to use volunteers in specific predetermined locations and capacities that do not require licensed security guards. Should the volunteer services fail to be provided, and/or prove inadequate; the Reno Police Department maintains the right to shut down any or all components of your event and/or to provide additional police services that will be billed directly to the Event Organizer.

INSURANCE

The following insurance shall be maintained by the Organizer at all times from the beginning to the end of the physical presence of the Organizer and/or its property or equipment (including equipment not owned by Organizer which is placed by the Organizer or a subcontractor) at event site(s), including all activities (setup, teardown, etc.), with limits not less than those set forth below:

Commercial General Liability (“CGL”): *issued on an occurrence basis meeting at least the following specifications: (The City must agree in writing to any waiver or modification.)*

1. Minimum Limits: \$2,000,000.00 Per Occurrence.
\$2,000,000.00 Per Occurrence for bodily injury.
\$4,000,000.00 General Aggregate.
2. Form: Unmodified ISO form CG OO O1 04/13.
3. Additional Insureds: This CGL insurance is to be endorsed with an unmodified ISO CG 20 10 04/13) Additional Insured Endorsement listing the City of Reno, including its elected officials, officers, employees agents and volunteers as additional insureds. (and RDA, including its officials, officers, employees, agents and volunteers and ReTRAC where appropriate) No language excluding coverage for the acts or omissions of the additional insured shall be contained in the endorsement.
4. Primary: This insurance shall be endorsed to provide primary and non-contributing liability coverage. It is the specific intention of the parties and this requirement, and obligation of the Organizer, that all insurance held by the City of Reno and the Reno Redevelopment Agency shall be excess, secondary and non-contributory.
5. Waiver of Subrogation: This insurance is to include an endorsement waiving the insurer’s rights of subrogation against the City of Reno (and RDA).
6. Notice: This insurance is to contain a provision for 30 days prior notice to the City of Reno required for cancellation or material change.



7. Certificate of Insurance: A copy of the required Endorsements along with the Schedule of Forms and Endorsements page of the policy listing the required Endorsements as issued modifications to the policy, shall be attached to the certificate of Insurance provided by Organizer to the City at least 30 days in advance of the event. **The event name and permit number for the event shall be included on the certificate.**

Automobile Liability: *meeting at least the following specifications: (The City must agree in writing to any waiver or modification.)*

1. Minimum Limits: \$1,000,000.00 Per Occurrence.
\$2,000,000.00 General Aggregate.
2. Scope: This insurance shall cover bodily injury and property damages caused by an accident and resulting from the ownership, maintenance or use of an automobile, including owned, hired and non-owned.
3. Waiver of Subrogation: This insurance is to include a waiver of subrogation by insurer as to the City of Reno (and RDA).
4. Notice: This insurance is to contain a provision for 30 days prior notice to the City of Reno required for cancellation or material change.
5. Certificate of Insurance: A copy of the required Endorsements along with the Schedule of Forms and Endorsements page of the policy listing the required Endorsements as issued modifications to the policy, shall be attached to the certificate of Insurance provided by Organizer to the City at least 30 days in advance of the event. The event name and permit number for the event shall be included on the certificate.

Workers Compensation and Employer's Liability: *meeting at least the following specifications: (The City must agree in writing to any waiver or modification.)*

1. Minimum Limits: No less than the limits required by Nevada Law, with at least: Employer's Liability of: \$1,000,000.00 for each employee Per Accident and Per Disease.
2. Waiver of Subrogation: This insurance is to include an endorsement waiving the insurer's rights of subrogation against the City of Reno (and RDA) which is at least as broad as ISO form WC 00 03 13.
3. Notice: This insurance is to contain a provision for 30 days prior notice to the City of Reno required for cancellation or material change.



4. Certificate of Insurance: A copy of the required Endorsements along with the Schedule of Forms and Endorsements page of the policy listing the required Endorsements as issued modifications to the policy shall be attached to the certificate of Insurance provided by Organizer to the City at least 30 days in advance of the event. The event name and permit number for the event shall be included on the certificate.

Other Insurance and Requirements: *(The City must agree in writing to any waiver or modification.)*

1. Acceptable Insurance Carriers: All insurance must be placed with reputable carriers authorized to do business in Nevada with an A.M. Best and Company, Inc. rating of A- or better.
2. Subcontractor Insurance: Organizer shall include all subcontractors as insureds under its policy(s) or it shall require its subcontractors to maintain separate liability coverages and limits as set forth herein.

Any and all questions regarding insurance should be directed to:

Risk Management Division
c/o City Attorney's Office
1 East First St. – 3rd Floor
Reno, NV 89505
775-334-3838



OPERATIONAL PLANS

An Operational Plan is a highly detailed plan to direct the Event Organizer on tasks required in running the special event. Organization management and staff should frequently refer to the operational plan in carrying out their everyday work. The Operational Plan provides the what, who, when and how much accordingly:

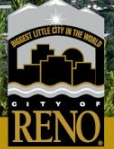
- What - the strategies and tasks that must be undertaken
- Who - the persons who have responsibility of each of the strategies/tasks
- When - the timelines in which strategies/tasks must be completed
- How much - the amount of financial resources provided to complete each strategy/task

The information below will guide you on how to put your event operational plan together to meet the requirements by the City of Reno, Washoe County and the State of Nevada.

SITE PLAN

Ensure appropriate review of your event, it is preferred that you submit computer assisted drawings (CAD) of your event site plan. This is applicable for both moving routes and fixed venues. If CAD plans are not submitted, your site plan should be produced in a clear and legible manner. Site plans should be submitted in an 8 ½" x 11" or 8 ½" x 14" standard format. Your event site plan must include the following items:

- An outline of the entire event venue including the names of all streets or areas that are a part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel.
- The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The provision of minimum twenty foot (20') emergency access lanes throughout the event venue, with the exception of Virginia Street between First and Fifth Streets where twelve foot (12') emergency access lanes are required. Intersections with all side streets must remain open and minimum twenty-eight foot (28') emergency access lanes are maintained on Second and Fourth Streets.
- The location of first aid facilities and, if applicable, the location of ambulances.
- The location and dimensions of all stages, platforms, scaffolding, bleachers, grandstands, seating with aisle spacing, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
- A detail or close-up of the food booth and cooking area configuration including booth identification of all vendors cooking with flammable gases, fryers, and/or barbeque grills.
- Generator locations and/or source of electricity.
- Placement of vehicles and/or trailers.



- Exit locations for outdoor events that are fenced and/or locations of exits within tents and tent structures.
- Identification of all event components that meet accessibility standards.
- Any other related event components not listed above.

A Fire Inspector will review the submitted plans for the special event. Upon final approval of the floor plan the Inspector will return a copy to the promoter indicating all applicable fees not collected at time of application and any special requirements.

Events in parks require special event staff whose responsibilities are to remove trash at regular intervals and ensure that the rules of the City and Special Event Permit are followed.

FIRE INSPECTION

A Fire Inspector will inspect the facility during set-up to determine compliance with these requirements. In the event fire and life safety violations are found, the applicant will be given one opportunity for compliance. Failure to adhere to these requirements may result in citation, delay of opening, or closure of the event. The organization holding the event is responsible for making all vendors aware of the Reno Fire Department guidelines listed in Attachment F, as well as all requirements noted on any issued permits.

STORMWATER

History: The Background on Stormwater!

The City of Reno (City) was designed with a Municipal Separate Storm Sewer System, referred to hereinafter as the storm drain system. By this design, all stormwater generated from a rain event flows to lakes, dry washes and other surface waters that eventually drain to the Truckee River. The majority of these waters are overseen by the Nevada Division of Environmental Protection (NDEP). A permit issued by the NDEP mandates that the City comply with federal stormwater regulations in order to maintain water quality in the Truckee River and its tributaries. In partial fulfillment of this permit, the City added an article to the existing Reno Municipal Code (RMC) to address non-stormwater discharges. RMC 12.16, Article IV, Stormwater Management and Discharge Control, applies to all activities which may potentially affect the storm drain system. When planning a special event, it is important to understand that any material escaping to the surrounding surface area would drain to the storm drain system and does not enter the sanitary sewer. For this reason, material released to the surface area surrounding your special event will not be treated at the sewer treatment plant. Any activity which results in the discharge of a prohibited material, solid or liquid, to the storm drain system is considered a violation of the RMC.



Pre-Event Planning: Considering the Potential!

The storm drain system is designed to convey ONLY rainwater away from structures and property. When planning a special event, consider the potential for event-related activities to result in the release of any material to surface areas, curbs, gutters, alleys, public right-of-way and drain inlets. Stormwater pollution can be prevented by ensuring that contaminants such as food waste, paints, greases, oils, mop and dish water, solid waste, vehicle wash water and pet waste are properly managed to never make their way to the storm drain system. Any liquid waste generated during an event-related activity will need to be properly stored for off-site disposal. If your event activities generate a wastewater, temporarily store a used material or could accidentally result in the release of material to the environment, it is your responsibility to properly mitigate the waste. Unnecessary pollution of the storm drain system at your event is easily prevented by identifying pollutants generated during your event, properly handling all wastes and planning ahead for potential issues.

Best Management Practices (BMP's): Predictable is Preventable!

When necessary, the event planner is responsible for the development and implementation of a Stormwater Pollution Prevention Plan which may entail the use of BMP's. BMP's are proper housekeeping measures and structural controls that are put in place at your event to prevent potential pollutants from entering the storm drain system. Consider your event activities and the potential for a material to be released to the surrounding area. If your event activities could potentially cause the release of prohibited material, determine the most effective BMP's to prevent that material from entering the storm drain system. Approved BMP's include, but are not limited to:

- Map out your event and place activities as far away as possible from storm drain inlets;
- Training of event staff, volunteers and vendors on stormwater pollution control measures;
- Implement a release response protocol and create a spill kit (what to do, who to call, how to stop material from traveling). Consider what material will best contain potentially released liquid;
- Identify and protect nearby storm drains by placing straw wattles or other absorbent material over storm drain inlets for the duration of your event;
- Place all fluids of five-gallons or greater in secondary containment and far from storm drain inlets;
- Provide a disposal container for food vendors wastes (deep fry oil drum, mobile grey water tank, trash cans and/or tarps placed on ground);



- Implement a plan for post event cleaning that does not simply involve washing down the area. Consider if you are not equipped to conduct the cleaning and need to hire a licensed cleaning company; and
- Contact City, Environmental Control, at 334-2350 with any questions or concerns about the potential for your event to result in a violation of the RMC.

FIRST AMENDMENT ACTIVITY

Special events sometimes attract First Amendment, or free speech, activity such as selling of expressive merchandise, protests, petition gathering and leafleting.

Generally, free speech activity is permitted to be inside and within sight and sound of an event. If your event is open to the general public, the Police Department will not remove an attendee, even if that attendee is associated with a free speech activity or protest group, unless the individual is disrupting the event or engaging in other illegal conduct.

The City of Reno requires all Event Organizers to supply a site plan of the boundaries of the free speech area(s) within and adjacent to the special event venue.

The free speech boundaries will be released to the public through the City's website and through the city clerk or by mechanical means at the special event venue, including but not limited to combinations such as: physical barriers, streets, signage, paint, chalk marks and geographic features such as rivers.

POSTED RULES AND RESTRICTIONS AT SPECIAL EVENTS

It is encouraged for the Event Organizer to create and post rules of the event. These rules help the event participants, spectators, volunteers, staff, vendors and hired private security understand the facts of the event and enforce them if necessary.

In order to be enforced the rules of the event must be posted at the ingress and egress of special events for clarity to participants and spectators of the event. This includes rules of; no weapons; no outside alcohol; and no dogs. The City of Reno Police Department will not enforce any rules of the but the laws of the City of Reno.

The City of Reno will only permit searches at events on City of Reno right-of-way in cases of extreme concern of public safety.



ALCOHOL MANAGEMENT

It is illegal for anyone under the age of 21 to consume alcoholic beverages in the State of Nevada. As the Event Organizer, you and/or your organization are legally liable for any consumption and/or possession of alcohol by a minor.

APPLYING FOR A PERMIT

If you propose to sell or furnish alcoholic beverages at your event, you will be required to obtain a permit from the City of Reno Business License Department 90 days prior to your event unless you are working with a business that has a Alcohol License in the City of Reno. The City of Reno Police Department will review your event plans and alcohol management strategies before your special event permit is approved. Both the Police Department and managing city departments may place restrictions on the way in which alcohol is managed at your proposed event.

BEER GARDENS vs. OPEN EVENT VENUE ALCOHOL

Beer Garden: *Clearly defined separate space for alcohol sales and consumption identified by natural boundaries, fencing, steelcades, barricades, signage within the event venue.*

1. Alcoholic beverages will be served in plastic containers that do not exceed 24 oz. No custom cup is required.
2. Alcohol sales will cease 30 minutes prior to the scheduled daily end time of the event.
3. Trash cans must be located at ingress/egress of beer gardens for disposal of beverage containers.
4. Volunteer or paid security will be required at ingress/ egress points.
5. Identification checks and wristband issuance must occur at the point of sale for alcohol.

Open Event Venue Alcohol: *Alcohol can be sold and consumed within clearly defined boundaries of the entire event space.*

1. Alcoholic beverages will be served in plastic containers that do not exceed 16 oz.
2. A custom plastic or paper container that is **easily identifiable and difficult to replicate** must be submitted to, and approved by City Manager's Office and Reno Police Department 30 days prior to the event. (Refer to the City of Reno Website for examples.)
3. Alcohol sales will cease one (1) hour prior to the scheduled daily end time of the event.
4. Roving security will be required in addition to ingress/egress point security.
5. Limit of no more than 8 points of sale - as approved by the Police Department and the City Manager's Office.



6. Identification checks and wristband issuance must occur at the point of sale for alcohol.

PERMIT CONDITIONS

The use of wristbands is required. Alcoholic beverages can only be sold or provided to people 21 years or older. All distribution of alcoholic beverages must be performed by designated, trained (Nevada Alcohol Awareness training) event staff. Patrons shall not take alcoholic beverages from or be allowed to bring alcoholic beverages into designated “beer garden” area(s).

Beer Garden and Open Event Venue Alcohol distribution must comply with the following guidelines:

1. Outdoor alcohol sales/service is limited to beer, wine and commercially premixed beverages only. On-site mixing of beverages containing hard liquor/spirits is prohibited at events held on City of Reno property.
2. For events held on City of Reno Property, all alcoholic beverages will be served in plastic or paper containers that do not exceed the Ounces specified in the Option selected. **Alcohol vendor must keep any glass containers that are used in their booth space and must recycle them properly at the end of the event.**
3. Alcohol sales, consumption and possession will be restricted within a defined and designated Special Event or Activity Area. A sober responsible adult of at least 21 years of age will be assigned to each alcohol sales or distribution point. Security and/or Event Personnel are responsible for checking the identification of patrons, and issuing wristbands after proof of age is checked to ensure alcoholic beverages are not sold or furnished to minors or grossly intoxicated person(s). Security personnel will be posted at the entrance(s) and exit(s) to the defined alcohol venue to control the activity as described above.
4. A method of defining the boundaries of the designated alcohol zone is required. The purpose of defining the alcohol zone is to restrict the possession and consumption of alcohol to a defined area for participants, vendors, and the public. Event alcohol boundaries may be delineated by the usage of fencing, steelcades, barricades, signage, or security personnel as approved by the committee. Posting signage indicating “**No Alcohol Beyond This Point**” or similar wording is required.
5. It is understood that it is a violation of this special event alcohol permit if any of the following occur: Lack of security, cup compliance is not met, minors are in possession of alcohol, sales of alcohol to minors occur, wristbands are not issued, gross intoxication of participants is permitted, operations are conducted without proper licensing, and/or alcohol is distributed by person(s) without Alcohol Awareness Card. The City of Reno may direct that all alcohol sales within the event be terminated for the remainder of the event or other corrective actions be taken as deemed necessary.



6. This permit must be in the possession of the person coordinating the Special Activity or Event and must be shown, upon demand, to any member of the City of Reno. This permit alone does not authorize a Special Activity or Event.
7. A security staffing plan must be reviewed and approved by Police prior to permit approval and issuance.
8. Alcohol Purchased inside a casino, bar, or liquor store may not be consumed outside the respective, casino, bar or liquor store.
9. Any changes or additions to the conditions above will only be made in writing, and agreed to by both parties in advance of the event.

If applicant(s) fails to comply with all local laws, terms and conditions of this agreement, the City may terminate the alcohol sales/service and/or prohibit the event from being held.

ACCESSIBILITY

As an event organizer, you are required to comply with all City, County, State and Federal Accessibility requirements to your event. All temporary venues, related structures, and outdoor sites for special events shall be accessible to seniors and persons with disabilities. If a portion of the area cannot be made accessible, an alternate area shall be provided with the same activities that are in the inaccessible areas. It cannot, however, be offered only to patrons with disabilities. Accessibility provisions may include parking, rest rooms, telephone, and clear path of travel, transportation, signage, accessible vendors and booths.

The City of Reno has the following checklist which is intended to serve as a planning guideline and may not be inclusive of all City, County, State and Federal Disability Access requirements. It is important that you plan for the safe arrival and departure of event attendees, participants, and vendors.

- Accessibility parking and/or shuttle accommodations will be provided for this event.
- There will be a clear path of travel for accessibility purposes throughout the event.
- A minimum of 10% of portable restrooms provided at the event will be accessible.
- All food, beverage and vending areas will be accessible.
- If an information center is located at the event, attendants will be available to assist disabled individuals.



EMERGENCY MEDICAL SERVICES

The City of Reno has adopted the Washoe County District Board of Health's Suggested Guidelines for Emergency Medical Services (EMS) for Mass Gatherings. The general guideline for any mass gathering event larger than 2,500 people per day is access to an Advanced Life Support (ALS) ambulance within eight (8) minutes or one (1) dedicated ALS ambulance, and on-scene medical personnel of various levels suitably equipped, which may vary depending upon the factors evaluated.

The EMS Coverage Analysis Flow Chart on the following page is provided to serve as a guideline for determining the appropriate EMS coverage for your event. Proof of EMS coverage will be required for any event with attendance of 2,500 or more people per day. For events with a daily attendance of less than 2,500, the Host Organization shall provide REMSA with an ingress/egress plan for the event and are encouraged to have an on-site First Aid station staffed by an EMT.

Reno Fire Department

Mark Winkelman, Battalion Chief
1 E. First Street
Reno, NV 89501
775-750-5631
winkelmanm@reno.gov

REMSA

Alan Tom, Special Events Coordinator
450 Edison Way
Reno, NV 89502-4117
775-858-5700 x153 | FAX 775-858-5720
atom@remsa-cf.com

In addition to the above requirements, the Host Organization shall also provide notification of the event details to the medical centers listed below. The notification must include the location, dates/times of the event, the nature of the event, the number of attendees anticipated per day, and Host Organization contact information should the medical center require additional information. The notification shall be provided to the medical centers no less than thirty (30) days prior to the event.

Renown Regional Medical Center

Attn: Emergency Department Manager
1155 Mill St
Reno, NV 89502
775-982-4100 | FAX 775-982-5555

Saint Mary's Regional Medical Center

Attn: Emergency Department Manager
235 W 6th St
Reno, NV 89503
775-770-3000 | FAX 775-770-3490

Renown South Meadows Medical Center

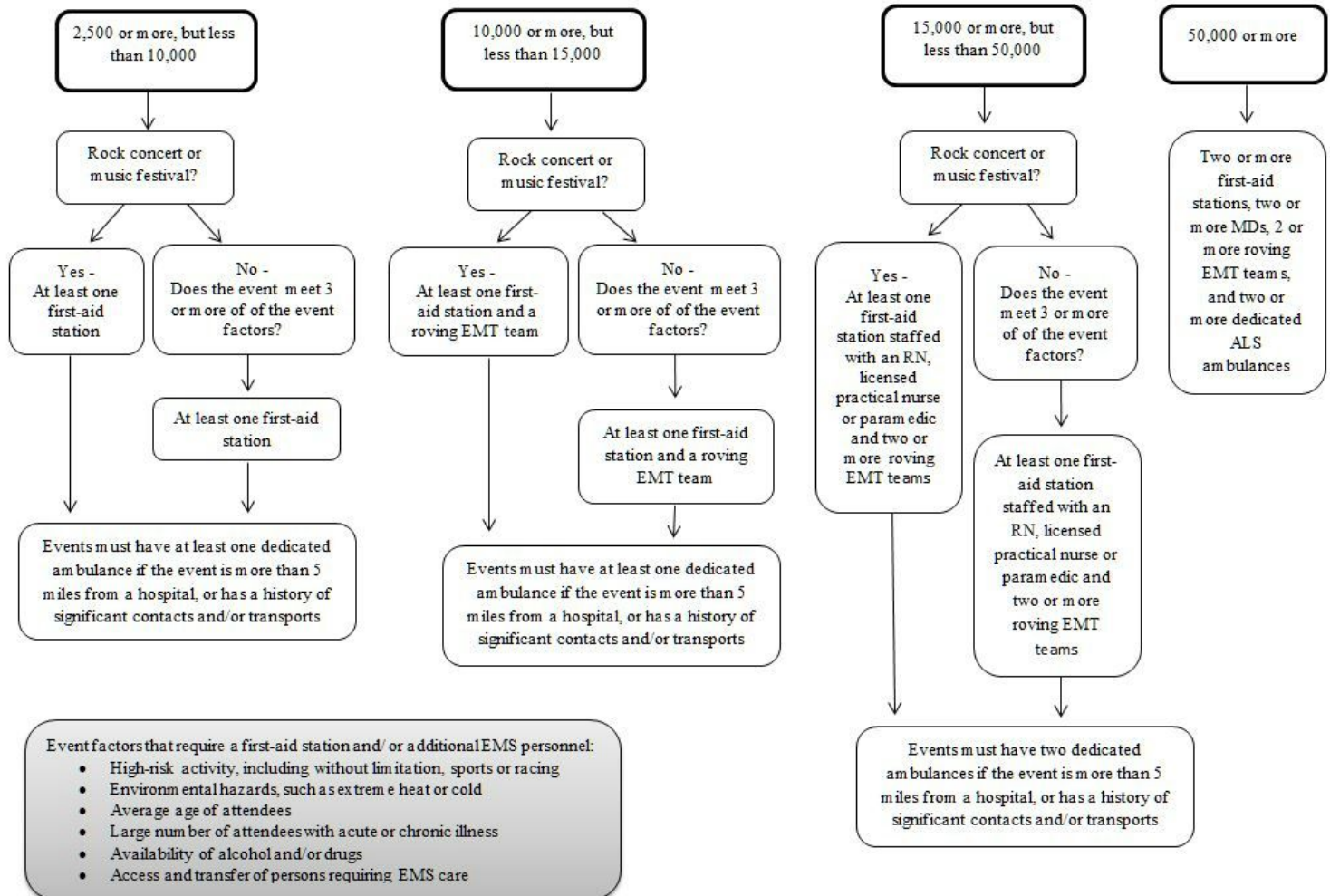
Attn: Emergency Department Manager
10101 Double R Blvd
775-982-7000 | FAX 775-982-7146

Northern Nevada Medical Center

Attn: Emergency Department Manager
2375 E. Prater Way
775-331-7000 | FAX 775-356-4943



NRS 450B.650 – 450B.700 Regulation Summary





POSTING SIGNS AND ADVERTISING

A temporary sign permit must be obtained prior to posting any signs in association with the special event. The minimum fee is \$120. The sign permit may be obtained at the Community Development Department. Signs may not be posted on the sidewalk, street, utility poles, traffic control device poles or obstruct any traffic vision triangle.

Reno Municipal Code

Sec. 8.04.050. Affixing advertisement to sidewalks, poles, trees, etc.

It shall be unlawful for any person to post, stick, stamp, paint or otherwise affix, or cause the same to be done by another, any notice, placard, bill, poster or advertisement to or upon any sidewalk, curbing, hydrant, shade tree or tree box, fence, enclosure, or to place the same upon any building, telegraph, telephone or electric lighting pole, without first obtaining the permission of the owner, agent

or occupant thereof, in the city; provided, that this section shall not apply to the posting of legal notices of any kind.

(Code 1966, § 11.12.360)

State law references: Unlawful erection, placement of outdoor advertisements, NRS 405.030.

Sec. 8.04.060. Violations.

Any person violating any of the provisions of this chapter:

- (1) Upon conviction, shall be guilty of a misdemeanor and punished as provided in section 1.04.010;
- or (2) Shall be subject to provisions of Chapter 1.05 of the Code.

MUSIC

The City of Reno has agreements with two companies regarding broadcast rights of certain songs on City property. Please consult with the City's Special Events Program Manager, Alexis Hill to determine if certain songs can be legally broadcasted on City property.